

SECRET

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Personnel Division

Office of the Chief

Develops, coordinates and directs all personnel management functions, including the classification of positions, procurement, assessment and assignment of civilian, military and naval personnel; training and indoctrination; medical and employee services; certification and maintenance of all personnel records and documents.

Personal Services

Positions

Manyears

Amount

[REDACTED]

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<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CAF-15	257,100			
Ass't Chief	CAF-14				
Adm. Asst.	CAF-7				
Clerk Steno	CAF-5				
Total					

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PROCUREMENT AND ASSESSMENT SECTIONOFFICE OF THE CHIEF

Procures, selects and assigns all types of personnel required by the Central Intelligence Group in both domestic and foreign operations; assesses and evaluates applicants; establishes criteria by which such procurement and assignment will be effected.

Procurement & Placement

Procures, selects and places highly specialized technical and administrative personnel; maintains contact with Civil Service Commission, professional societies, educational institutions, etc. for the procurement of personnel; advises operating officials concerning the necessary qualifications for specific positions in both the Departmental and Field services.

Assessment

Plans, organizes and conducts standard, non-standard and specialized analytical psychological assessment activities for evaluating abilities and qualifications of individuals and groups proposed for domestic and overseas assignment; provides evaluation techniques and standards for use in determining basic qualifications and capabilities of individuals.

Military

Establishes and maintains contacts with Naval and Military authorities for the procurement of highly specialized and administrative personnel; establishes and maintains Naval and Military personnel statistics and records; processes all documents relating to the procurement and assignment of Naval and Military personnel.

Processing

Processes, documents and maintains procurement and assignment records relating to Naval and Military personnel assigned to the Central Intelligence Group; compiles regular and special reports pertaining to the processing and assignment of Naval and Military personnel.

Field

Procures, selects and assigns Military and Naval personnel required by the Central Intelligence Group in both domestic and foreign operations; maintains liaison with Army and Navy Headquarters, bases and posts for the purpose of procuring personnel; interviews personnel and appraises their qualifications for specific assignments.